

## Estates Office Memo

**To:** All Staff

**From:** James Breckon, Director of Estates

**Date:** 5<sup>th</sup> September 2022

**Re: Contractors Code of Conduct Update– Version 1.8**

We all need to continue our efforts to ensure that our supply chain organisations work to all necessary safety standards in completing any works on the University campuses, allowing the University to focus on the safety of students, staff, tenants and visitors who may interface with the high risk works we undertake and minimising disruption to campus operations.

Please ensure contractors and suppliers have been approved through the Estates procurement process. All our contractors and suppliers must demonstrate that they are competent to carry out their work safely and all contractors, sub-contractors and suppliers must comply with relevant statutory requirements as well as the University's Policies, Codes of Practice and Procedures which are relevant to the type of work to be carried out.

The University has recently updated the Code of Conduct to version 1.8, which sets out the minimum standards expected for health and safety and behaviour on campus. Attached is the updated version that includes the version control summary on pages 32 and 33.

The updated Code of Conduct is on the University Health and Safety webpages that can be found by following the link below:

[https://warwick.ac.uk/services/estates/h\\_and\\_s/uow\\_contractor\\_code\\_of\\_conduct\\_v1.8\\_final\\_version.pdf](https://warwick.ac.uk/services/estates/h_and_s/uow_contractor_code_of_conduct_v1.8_final_version.pdf)

A notification will be sent out to our suppliers/contractors to advise them of this update, but we also request that you advise them to familiarise themselves with the Code through your review and pre-contract meetings.

Please also ensure that all our contractors' and suppliers' staff attending the University Campuses watch the University of Warwick Code of Conduct Safety Induction video before commencing works.

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/contractors/management/contractorinductionvideo/>

A written record of completion will need to be kept by the contractor/supplier and we ask that you reinforce this requirement at pre-contract meetings.

Evidence that their staff have watched this video will be audited by the Assurance, Risk and Property team during 2022/23.

As our Estates representatives, you will need to provide the contractor/supplier with a health and safety induction and provide information on general hazards and risks related to the proposed work area, in accordance with regulations and good practice.

You will need to monitor their health and safety performance as well as their general performance throughout the project, and where any deficiencies are identified, you must require the contractor/supplier to undertake prompt corrective action. Any serious failure may result in the organisation being removed from existing work and prevented from gaining any future work with the University.

We are all responsible for ensuring that any incidents or accidents that we witness, directly involve us or we become aware of are reported correctly using the online form by following the link [UOW Portal b61470bf-91f9-4f38-a1c9-8b2cce40b052 \(sheassurance.net\)](#) and, where appropriate, photos of the failure / incident should be captured and included. The output from any monitoring and incident investigations should be discussed at contract progress meetings.

It will be the responsibility of the contractor/supplier to ensure that they provide and work to suitable and sufficient risk assessments and method statements (RAMS) for the contract that they have been engaged to carry out on behalf of the University. It is the responsibility of staff who manage contractors/ suppliers to check these RAMS and carry out spot audits that this is the case and take action when the standards are not adequate.

If there is anything that you do not understand please do not hesitate to ask for clarification and contact

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Many thanks for your support in continuing our journey to improve our health and safety culture and performance and remember **“Nothing is so important that it cannot be done safely.”**